

Professional and Managerial Branch
Planning Group
Transit Series

TRANSIT PLANNING & PROGRAM MANAGER

04/02 (REB)

General Purpose

Under general direction, manage, coordinate and direct the planning, development and implementation of transit program resources, marketing and logistics .

Typical Duties:

Provide leadership and direction to subordinate supervisors and professionals in transit system planning functions. Involves: Establish and evaluate objectives, priorities, standards and methods of researching, developing and implementing tactical plans for deploying available transit vehicles and operations to effectively meet service demand. Plan, develop and monitor long-range development plans for transit services, including related research and resource allocation (bus stops, transfer points, origins, destinations, loading zones, terminals, shelters or benches, timetables, operations staffing, work hours, coach types and size, cost, fares, and other financial and funding allocations). Oversee and approve preparation and maintenance of schedules, maps, and preparation of periodic or special operational or performance reports. Collaborate with operations and maintenance personnel to resolve service complaints, and with community relations staff on the publication of route and fare information. Establish work and program priorities and monitor work progress. Initiate action plans to evaluate and improve processes, service delivery and responsiveness to community needs. Oversee geographic information, statistical analysis and other specialized software applications. Investigate and respond to public complaints regarding service.

Develop and implement short and long-range capital improvement programs for the transit system including the acquisition of buses, facilities, equipment, bus stops, shelters and related passenger amenities. Involves: Develop capital improvement programs including needs assessment for the acquisition of capital, identification of short-range and long-range plans: the annual capital improvement budget, the five-year transit improvement plan and twenty-five year projections (transit improvement program). Plan, develop, monitor and administer transit capital acquisitions including federal funding, procurement, design, engineering and regulatory related research and resource allocation. Research, identify and apply for state and federal grant funding, author and review entitlement and competitive grant applications, prepare technical reports and supporting documents, monitor projects awarded to ensure compliance with federal regulations, prepare periodic or special grant, operational or performance reports, review invoices and perform other budget management duties such as change orders and budget transfers to ensure fiscal accountability. Coordinate the procurement of private property for public transit use; identify, contact and negotiate with property owners on behalf of the City. Establish work and program priorities and monitor work progress.

Represent the City at various meetings and conferences and interact with a wide range of officials, regulatory agencies, civic and professional organizations, the media, department directors, coworkers and the public. Involves: Advise department director in a timely manner of situations or issues that have or could lead to deviation from expected results, and recommend appropriate solutions or options. Conduct presentations pertaining to the status of operational plans to elected officials, steering and policy advisory committees, civic and business groups and the public.

Supervise assigned staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinate supervisors' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants and recommend hiring, discipline, termination, merit pay, promotion or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform miscellaneous professional and managerial functions as required. Involves: Perform duties of department director, peers or subordinates to ensure continuity of operations. Monitor and approve allocation of operational expenses for area of responsibility, and provide input to the budget preparation process. Ride transit vehicles as a passenger periodically to observe operations. Prepare standard and ad hoc activity reports and maintaining related records.

Knowledge, Skills, and Abilities

- Considerable knowledge of state and federal regulations related to mass transit, including accessibility legislation.
- Considerable knowledge of mass transit operations.

- Considerable knowledge of grant writing and administration techniques.
- Considerable knowledge of planning techniques pertinent to mass transit, including research methodology.
- Good knowledge of advanced statistical and mathematical concepts applicable to planning and research work.
- Good knowledge of supervisory and customer service and public relations practices and procedures.
- Good knowledge of computer hardware and software pertinent to planning, research, and fiscal administration.
- Ability to interpret oral, written, mathematical, legal, regulatory or technical information and data dealing with complex variables to identify, analyze and solve management problems of considerable difficulty including the development and administration of grant proposals.
- Ability to establish and maintain effective working relationships with elected or appointed officials, civic groups, regulatory agencies, managers, employees and the general public.
- Ability to provide clear, concise and persuasive oral and written communication to develop and present reports or funding proposals to management, planning and funding agencies.

Other Job Characteristics

- Occasional overnight travel to make presentations to state and federal agencies.

Minimum Qualifications

Training and Experience: Equivalent to a combination of a Bachelor's degree in planning, business or public administration, social/behavioral science, liberal arts or a related field, plus four (4) years of professional experience in transportation, transit or urban planning, transit administration, or capital improvement program planning and administration,

Licenses and Certificates: None.

Personnel Director

Department Head